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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Plans & Policy Staff

SUBJECT: Weekly Activity Report #8

DATE: 24 February 1956

1. SIGNIFICANT ITEMS

11. OTHER ITEMS:

A. Projects Underway

1. Revision of CIA Regulation [ ] Draft awaiting policy suggestions from [ ] and procedural modifications from the Administrative Branch.

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2. Overseas military mobilization requirements. Review of personnel staffing patterns proposed by the Theaters and the Military Personnel Division, Office of Personnel, is underway.

3. Headquarters military mobilization requirements. Requirements for preparation of staffing pattern received from MPD/OP. Staff study to be initiated to determine planning factors. Completed Reserve Personnel questionnaires returned to MPD.

B. Preparation of staff studies and other planning documents relative to the OTR War Plan has been initiated. End-products of this plan will include Annex 1, War Training Annex to the Global War Plan, a wartime Headquarters training organization and other directives required by the current Hot War Planning program. [ ] of the Operations School will assist the staff in this work.

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C. New Building Plans. All Agency components have been requested to submit:

- Narrative analysis of its working relationships;
- A new determination of its office type space requirements;
- A new determination of its other space requirements.

[ ] has completed a. and will prepare b. and c. for review of Staff and School Chiefs before forwarding to Building Plans Staff.

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D. Reading Improvement Course for New Personnel. This staff is preparing a study to determine the course of action to be recommended by OTR to the DD/S relative to the DCI's remark that all new personnel should receive basic training in reading improvement.

+ E. The Chief, PPS, completed a redraft of the regulation accompanying the study of the Foreign Language Development Program. This regulation was delivered to the Chief, Regulations Control Staff, Management Staff, on 20 February after coordination with [ ] and the Acting Director of Training.

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F. Chief, PPS, represented OTR in a Career Staff Selection Panel meeting on 17 February at which a number of OTR personnel were recommended for Career Staff status.

G. Chief, PPS, and Chief, Administrative Branch, OTR, met with [ ] of the Medical Staff on Thursday, 23 February, to discuss three Medical Staff proposed regulations in which OTR could not concur. [ ] agreed to redraft the regulations in accordance with OTR recommendations. The redrafts will incorporate language which makes it clear that the Medical Staff does not intend to undertake functions and responsibilities currently assigned to the A & E Staff, OTR.

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H. The IO Division Operational Program for FY 1958 has been reviewed and the draft comments concerning this plan discussed with representatives of the division.

I. [ ]

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+ J. During Course Seven at The National War College 48 requests for attendance at individual lectures were processed by PPS. These requests were received from the Comptroller, General Counsel, Office of Logistics, OCI, ORR, Senior Research Staff for International Communism, Office of Operations, and from the FE and IO Divisions of DD/P.

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